

**TAB**

**State Dept. declassification & release instructions on file**

*Foreign Service Reporting*

Approved For Release 2002/08/12 : CIA-RDP79-01084A000100090073-9  
State Dept. declassification & release instructions on file

MAY 6 - 1949

*Please see R. Childs  
re this. X-766.*

In reply refer to FR

My dear Admiral Hillekoetter:

Reference is made to various recent conversations between officers of the Division of Foreign Reporting Services of the Office of the Foreign Service, and officials of the Central Intelligence Agency relative to appraising and commenting upon reporting documents received from the Foreign Service of the United States.

The system for providing ratings and comments affords a rather direct and easy way for the users to make known to the writers these qualities of their reports which are most desirable for the uses to which they are put, as well as the shortcomings which detract from their usefulness. The appraisals are considered invaluable by the members of the Foreign Service as a means of knowing how well and effectively foreign reporting services are being performed. The resulting stimulation of effort and improved morale have raised the level of performance and produced better reports in many instances. In addition, the system has provided performance evaluation data for the efficiency records of individual reporting officers.

The importance attached to this program for obtaining appraisals and comments on reporting services performed by the Foreign Service and transmitting them to the participating personnel abroad is exemplified by an Announcement (No. 11 of January 25, 1949) circulated in the Department of State. A copy of this Departmental Announcement is enclosed, together with specimen copies of the appraisal forms mentioned in its second paragraph.

Upon request

Hear Admiral R. H. Hillekoetter, U.S.N.,  
Director, Central Intelligence Agency.

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NO CHANGE IN CLASS.  
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THE C.I.A. HAS NO OBJECTION  
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Upon request, a representative of the Division of Foreign Reporting Services will be glad to explain the purposes and operation of the appraisal system to members of your organization with a view of enlisting their cooperation and participation.

Sincerely yours,

H. P. Martin  
Director  
Office of the Foreign Service

**Enclosures:**

1. Copy of Departmental Announcement No. 11
2. Form DS-509
3. Form DS-767